



*Supportive care and companionship
on the journey of aging and serious illness.*

Position Title: Volunteer Office Assistant
FLSA Designation: Volunteer
Job Type: Varies
Reports to: Executive Director

Summary:

The Office Assistant will perform a variety of tasks depending on project deadlines in the Care Partner's Office. This will include answering phones and other administrative tasks as assigned by the Volunteer Coordinator. This position helps to extend the resources for Care Partners to better assist and direct the needs of our clients.

Essential Duties and Responsibilities:

- Answering phones
- Data entry
- Mailing prep
- Maintenance of office space
- Other duties specifically around coordination of client services or special events, or as assigned.

Requirements:

- Must present a professional appearance and a friendly manner
- Must be dependable and punctual
- Be courteous and personable when dealing with clients and families
- Be self-directed, willing to take initiative, and detail-oriented
- Respect and maintain confidentiality of Care Partner's clients, volunteers, staff, partners, and donors
- Basic computer skills are required

Training and Supervision:

- Attend general volunteer orientation
- Complete office orientation which includes training on the following:
 - Phone system
 - Database
 - Office Supplies
 - Cleaning
 - Clinic protocols
- Training and supervision will be conducted by Volunteer Coordinator or a designated trainer.
- Opportunity for ongoing training beneficial in working with older adults and illness and disability common to the organization's clients

Evaluation:

- A 60-day evaluation will be completed

Time Commitment / Hours:

- Volunteer office coverage needs will vary. Hours will fall between the hours of 10am – 3pm, Monday through Friday.